

Education, Department of

| Division              | Schedule | Schedule Title                  | Schedule Description   | Disposition Instructions  |
|-----------------------|----------|---------------------------------|--|---|
| State Special Schools | 6321     | Accreditation Records & Reports | Includes reports, requirements, and correspondence.  | Hold two (2) accreditation cycles, then dispose.  |
| State Special Schools | 6322     | Board Records, Temporary        | This series includes board claims dockets, school board orders, cancelled bonds and coupons, and tax collector's reports to the superintendent of schools.   | Hold five (5) years, then dispose. Board Orders must be held five (5) years after they have been recorded into the Minute Book. |
| State Special Schools | 6323     | Accident / Incident Records     | This series may include reports regarding unlawful activity or violent acts on school property or during school events. May include description of the accident, reports of the school personnel, information about the student involved, and the action or treatment given. | Hold five (5) years after finalization of the accident or incident, then dispose.   |
| State Special Schools | 6324     | Census                          | This is a list of educable children, which may include a list of students for each county. May include parent's name, address, telephone number or related information.  | School to hold one copy permanently and transfer copy annually to State Archives.   |

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| State Special Schools | 6325 | Child Nutrition Program Files    | Records include school meal program files, financial records and reports, applications for participation, eligibility verification, list of applicants, food inventory files, food production and purchase records, meal count documentation, and monthly reports for free and reduced meals. | Hold five (5) years. Audit must have been released three (3) years prior to disposal.              |
| State Special Schools | 6326 | Dormitory and Cafeteria Accounts | This includes accounts with student funds held on behalf of the student for expenditure on approved supplies and products.  | Hold three (3) years after audit, then dispose.  |
| State Special Schools | 6327 | Monthly Attendance Records       | Monthly attendance reports and absence records.   | Hold one (1) year, then dispose.   |
| State Special Schools | 6328 | Board Reports, Permanent         | Includes annual board reports, annual school reports, and all other required compiled reports for the Mississippi Department of Education (MDE).  | Hold permanently.  |
| State Special Schools | 6329 | Board Reports, Temporary         | Includes reports prepared for the State Board of Education on less than an annual basis.  | Hold five (5) years, then dispose upon order of the district school board.                         |
| State Special Schools | 6331 | Textbooks                        | This series includes the textbooks procured for use by the school. Textbooks may be unusable for several reasons as determined by the Mississippi Department of Education (MDE).  | Dispose following MDE guidance. Do not warehouse books that are authorized for destruction by MDE. |

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| State Special Schools | 6333 | Insurance Files                  | Insurance forms, letters to insurance companies, type of coverage and amount of payment. Explanation of coverage, and related files.  | Hold three (3) years, then dispose provided all payments have been collected and there are no outstanding third party liability claims. |
| State Special Schools | 6334 | Permissions                      | Includes permissions documents granted by the parent or guardian to participate in activities, attend events, or travel on school sanctioned trips. Included are the sign-in/out forms from campus.   | Hold until the close of the school year in which the activity occurred, then dispose.   |
| State Special Schools | 6335 | Standardized Examination Records | This series documents the administration of standardized examinations of students. Information in these records includes information about the time and place of examinations, student identification, rules, questions, answers and scores. Test scores are records in the Student Permanent Record. | Hold three (3) years after examination, then dispose. Individual test scores are transferred to the Student Permanent Records.          |
| State Special Schools | 6336 | Student Emergency Contact        | Includes information for student emergency contacts.  | Until superseded or student's last day of attendance, then dispose.   |

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| State Special Schools | 6337 | Student File, Permanent   | Applications for admission, standardized examination scores, birth certificates, health and testing information, social security number, MSIS number, guidance counseling, home visits, hospital referrals, certification of compliance with immunization law, routine physicals, visual and hearing screening, medical consent. | Hold permanently.   |
| State Special Schools | 6338 | Student Files, Temporary  | Includes monthly admissions records, attendance reports, teacher's attendance registers, grade books, standardized examination records, local survey committee files.  | Hold three (3) years after the date of last attendance, then dispose.   |
| State Special Schools | 6339 | Student Files, Cumulative | May include correspondence, memoranda, applications, absentee records, case files, reports, certificates, photographs, and other documentation of information found in the student's permanent record, IEP, and related files. A copy must be transferred to the next K-12 school in attendance if applicable.                   | Hold five (5) years after the permanent records have become inactive and store in a central repository of the district. |